



DEPARTMENT OF THE ARMY
ARMY SUBSTANCE ABUSE PROGRAM
BUILDING 7264
FORT RILEY, KS 66442

IMNW-RLY-MWA

17 October 2006

MEMORANDUM FOR RECORD

SUBJECT: Unit Prevention Leader (UPL) Training Course.

1. The following dates have been established for UPL training. Please post to your schedules and calendars. If there are any concerns or comments please contact the Installation Biochemical Collection Point (IBCP) staff at 785-239-4151.
2. The UPL training location is Building 7285(DLC). Students are reminded to report 15 minutes prior to class start time, which is 0900. This information will be located on the Fort Riley website. The uniform will be duty uniform.
3. All documentation must be completed prior to scheduled class attendance and turned in at building 7264, IBTCP. Required documents are as follows:
 - a. Commander's UPL Selection Memorandum.
 - b. Local background check, DA Form 7281-R, DD Form 369 or DD Form 1879 (with PMO stamp and Commander's signature). Only one form is necessary.
 - c. Appointment Orders for the UPL.
 - d. Present a Unit ASAP SOP signed by the current Commander.
4. Once the required paperwork has been processed, the Army Center for Substance Abuse Programs (ACSAP) 40-hour CD ROM will be issued to the prospective student, this CD Rom will be turned in on the date of UPL training. All students will be given a CD with the New UPL Handbook (2005) which they need to down load and bring to the training. This CD will also be turned in at class registration.
5. Class registration will be available to the first sixteen students that have completed all required documentation. Registration is recommended to take place a minimum of two weeks prior. This is due to the limited class size and to allow the student time to study the 40-hour CD ROM.
6. The following dates are the current Unit Prevention Leader Training Cycle

25-26 Oct 06	15-16 Nov 06	13-14 Dec 06	24-25 Jan 07	21-22 Feb 07
21-22 Mar 07	25-26 Apr 07	23-24 May 07	20-21 Jun 07	25-26 Jul 07
22-23 Aug 07	26-27 Sep 07	24-25 Oct 07	28-29 Nov 07	12-13 Dec 07

7. Point of contact for this memorandum is Ms Jensen at 239-4151 or DSN 856-4151.

//ORIGINAL SIGNED//
CLYDE SALLEE
ASAP
PREVENTION SPECIALIST